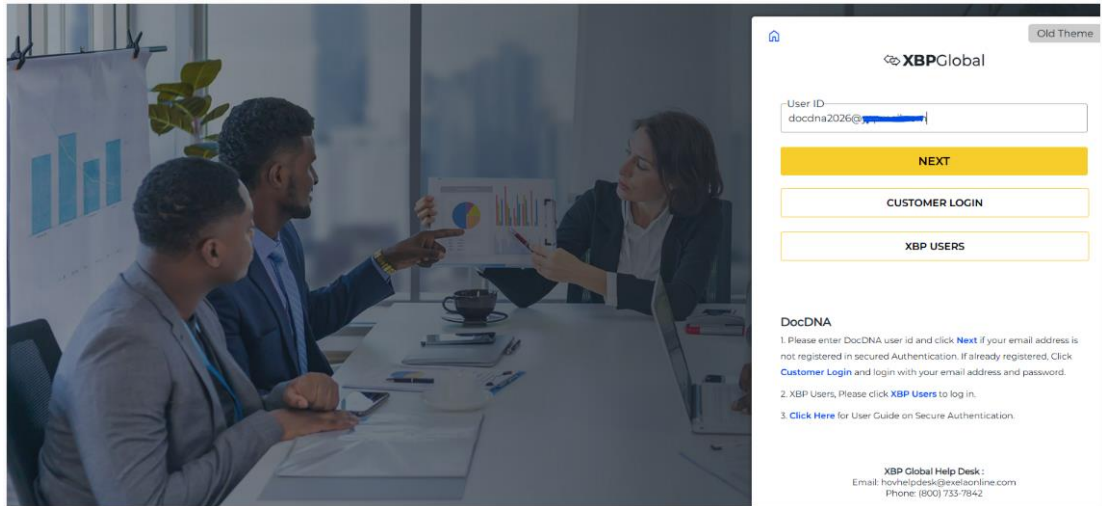


Purpose:

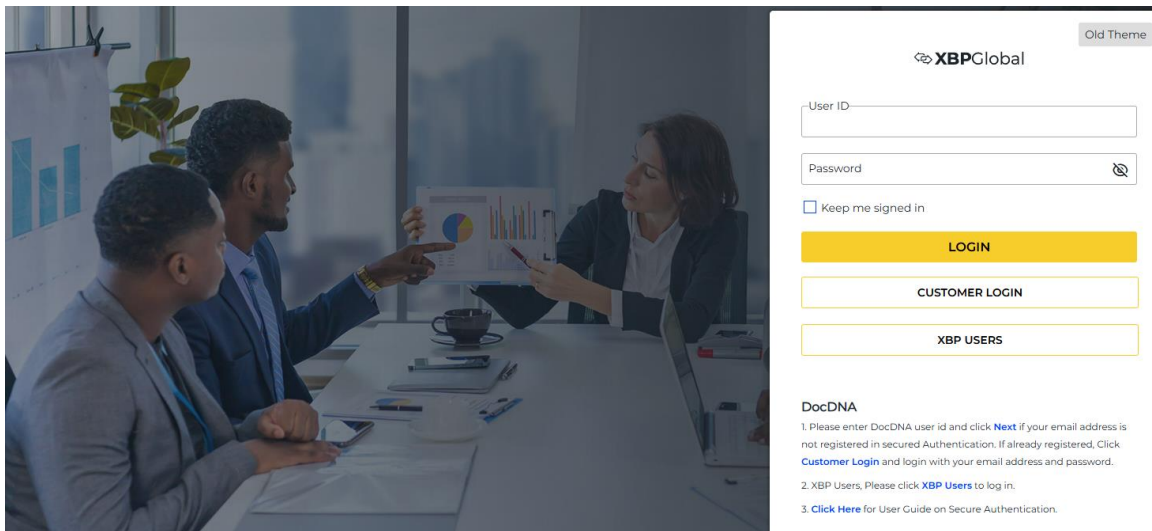
This user manual provides step-by-step instructions for logging into the DOCDNA portal via the Customer Login. With Exela's implementation of KeyCloak for secure authentication, this document is intended for testing portal access.

Steps.

1. Open the DocDNA url in your browser. Choose the option New Theme button and Click on it.
2. Here is the screenshot of NEW THEME docdna login page



3. Type your DocDNA userID and click on NEXT.
4. Again, DOCDNA will ask for your USERID and Password as shown below. Please enter your current DocDNA credentials and Click LOGIN



5. My Profile page will open and this page will force you to update your correct email address.

The screenshot shows the 'My Profile' page in the XBPGlobal application. At the top left, there is a logo and the text 'XBPGlobal'. At the top right, there is a power icon and the user's email 'Docdna2026@Yopmail.Com'. Below the header, the page title is 'My Profile' with a sub-header 'My Profile'. A red message at the top of the main content area says 'Please validate your email id and update'. The profile card shows a circular profile picture and the email 'docdna2026@yopmail.com'. There are several input fields: 'User ID' (docdna2026@y...), 'Name' (Test User), 'Email' (docdna2026@yopmail.com), 'Default email link expiry days' (1), 'Search results document count' (20), and 'Email signature'. A yellow 'Update' button is located at the bottom right of the profile card.

6. Enter email address in Email Field and click UPDATE
7. You will get a message as shown below and a verification link will be sent to your registered email address.
8. Click Logout

The screenshot shows the 'Updated' message page in the XBPGlobal application. At the top left, there is a logo and the text 'XBPGlobal'. At the top right, there is a power icon and the user's email 'Docdna2026@Yopmail.Com'. Below the header, the page title is 'Updated' with a sub-header 'Home / Profile'. The main content area contains a message: 'Your Username and activation link has been sent to your registered Email Address (docdna2026@...). Please use the activation link to activate your account.' A yellow 'Logout' button is located at the bottom right of the message area.

9. Please check your registered email for the DOCDNA email activation. Click on Activate link from the email.

Welcome to DocDNA

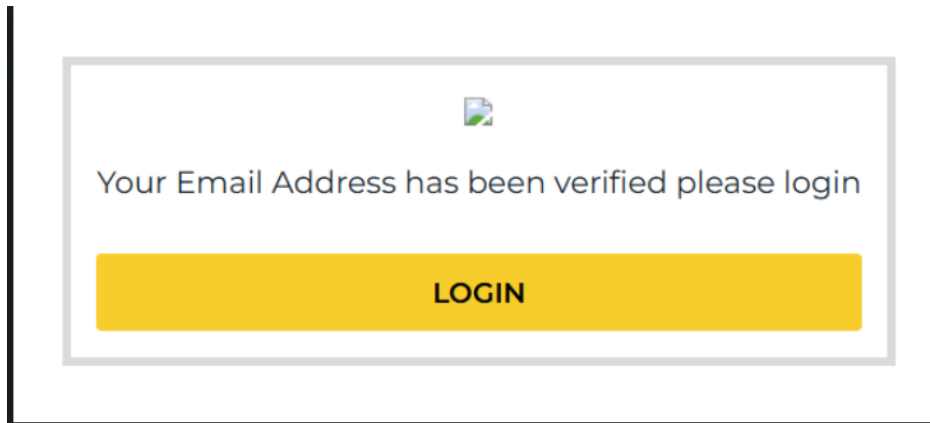
DocDNA provides a modern digital office with a fully digital document management system. It is a unique and powerful suite of software to run your entire business. DocDNA enables users to access their data from anywhere online in a secured way.

Please click the below button to activate the account:

User ID: docdna2026@

Activate

Regards,
The DocDNA Team.



10. Please login to DocDNA UI again by following steps 1 to 4 again.
11. Now you are directed to My Profile page and asked to change the password as shown in below screenshot.

My Profile
My Profile

Your password has expired. Please select a new password.

[Change Password](#)

docdna2026@yopmail.com

| | | |
|-------------------------------------|-------------------------------------|---------------------------------|
| User ID docdna2026@yopmail.com | Name Test User | Email docdna2026@yopmail.com |
| Default email link expiry days 1 | Search results document count 20 | |
| Email signature | | |

[Update](#)

12. Change the password by clicking **Change Password** link. Password length should be 8 characters. Password should have at least one upper case, one lower case, one numeric and one special character.

Change Password

- Password length should be 8 to 12 characters.
- It should contain at least one upper case, one lower case, one special character and one number.
- Allowed special characters are: 0-9,a-z, A-Z, *_:/!#^-@=-\$&()[]|;?<>+

13. After entering current and new passwords, click CHANGE. Now the user is requested to login with their email address and new password from next time.

XBPGlobal Docdna2026@...

Updated
Home / Profile

Password updated for the user (docdna2026@...). Please logout and login again.

14. Click LOGOUT.

15. Now login to DocDNA using your registered email id (the one which was activated) and the new password by clicking the Customer Login button.

XBPGlobal Docdna2026@...

Reports
Reports

Select All

Return Mail